

25 September 1953

Installation  
Report

Electrical Business Machines Survey  
for House Appropriations Committee

Organizational Unit: *020/SP-1000* Special Register *Account C*  
Bureau: ~~Office of Collection and Dissemination~~  
Department or Agency: Central Intelligence Agency

Location: Washington, D. C.  
Appropriation or other Budget  
Identification: XXXXXXXXXX  
operations CIA

25X1A

Units of Equipment - Rented - June 30, 1953\*

Trade Name	Description	No. of Units	Percent of Utilization FY 1953	Annual Rental*
IBM	024 Punch	16	58	\$ 6,720.00
IBM	056 Verifier	5	71	2,730.00
IBM	082 Sorter	5	69	3,600.00
IBM	089 Collator	1	71	2,280.00
IBM	101 Stat. Mach	2	74	6,120.00
IBM	407 acct. Mach	1	68	9,600.00
IBM	513 Reproducer	1	57	1,140.00
IBM	514 "	1	65	1,320.00
IBM	552 Interpreter	2	85	1,800.00
IBM	077 Collator	3	69	3,600.00
<i>27</i>				Total \$38,910.00

\*Does not include 10% Federal excise tax.

Operating Data 1953 Fiscal Year

Analysis of Contract Services:		Man Years	Amount
Operating Personnel		15	48,213
Supporting Personnel		4	20,514
Other Personnel		—	—
TOTAL		19	68,727
Machine Rental			25,930
Card and Paper supplies			3,525
Contract Services			—
TOTAL			29,455

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Planned Expansion or Reduction in FY 1954: *None*

Expansion beyond present authorized T/O strength is not planned for FY 1954. Present T/O strength calls for:

Operating Personnel	26
Supporting Personnel	<u>7</u>
TOTAL	33

Requirements for additional equipment is not anticipated in FY 1954.

Functions Performed:

The preparation, maintenance and servicing of a machine index to a constantly increasing file of intelligence materials. Servicing the file calls for a variety of machine operations in order to produce references to intelligence materials required for the solution of intelligence problems.

A. Special Factors

1. The security standards of the Agency require a thorough investigation of all prospective employees. This investigation delays the entrance on duty of the prospective employee by an unpredictable time factor, and there is also an unpredictable loss factor. The card punch machine, type 024, must be ordered six months prior to the time it is expected that an operator will be available to use it. To dovetail the arrival of an employee and a machine is a practical impossibility. However, it is felt that with card punch machines it is a greater economy to have the machine on hand minus the operator rather than vice versa.
2. Service demands placed upon the machine index are irregular and unpredictable. This hinders machine utilization efficiency of the machine operations.
3. The machine utilization percentage may be understated because of operator omissions in checking the time he used certain equipment. This could be particularly true of sorters and statistical machines because of short run searching operations, and in all cases where two or more pieces of equipment are being used by one operator.

B. Management Controls

1. The undertaking or discontinuance of large scale indexing operations is largely determined by users of the intelligence materials through inter-office meetings, discussions and agreements.
2. Standardization of procedures, other than within the operating unit, is difficult when one considers the great variety of materials which

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make up an intelligence information file. However, discussions with other groups concerned with similar problems are constantly being held. Standardization of classification structures is practiced to the greatest possible extent, consistent with the efficient indexing of intelligence materials. Inter-Register conferences and discussions are used to correlate problems and to find solutions

3. Utilization reports are standard throughout the office. However, workload data reports vary with the Registers dependent upon their types of workload. These reports are used to determine excesses or needs and are acted upon by the Division (Register) concerned after consultation with other Divisions within the Office.
4. Production standards are used to determine individual operator efficiency, and serve as a major basis for recommending personnel actions.
5. The ordering or release of equipment is dependent upon the records of machine utilization coupled with a projection of requirements likely to be filled. This may require the inclusion of stand-by equipment. However, stand-by equipment is considered only in relationship to service demands. Therefore, the types of equipment wherein stand-by time is required are sorters, type 082, and statistical machines, type 101 which are required in searching operations. Stand-by time on these machines is figured at 10% and is not included in the machine utilization figures.

#### C. Agency Evaluation

Due to the immense volume of materials handled, the machine approach is the only practical method available to accomplish the job. The speed with which intelligence information is required dictates the methods to be used. The expense of an approach other than mechanical would be prohibitive. The facility with which accurate machine listings can be made adds to the effectiveness of this method.

#### D. Possible Economy by Consolidation

It is felt that the types of intelligence materials being processed by the Special Register would preclude its consolidation with any other unit. However, should this become a possibility it is difficult to see wherein greater operational efficiency would be achieved.

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